

**Forest Service Manual
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Washington, DC**

**Forest Service Manual 2400 – Timber Management
Chapter 2490 - Timber Management Information System**

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Responsible Staff:

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Digest: Following is an explanation of the changes throughout the directive by section.

2490: This is a technical amendment that converts the format and style of this chapter (previously in “Applixware”) to the new FSM template using the agency’s current corporate word processing software. Where chapters were previously organized into more than one document, they are now merged into one chapter whenever possible.

Although some minor typographical and technical errors have been corrected, this amendment contains no changes to the substantive direction in this chapter.

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This chapter and the Timber Management Information System Handbook (FSH 2409.14) constitute respectively the policy and procedural direction for maintaining records and preparing reports necessary for the management of the National Forest System timber resource.

2490.1 - Authority

Principal laws relating to the compiling of timber resource information are:

1. The Forest and Rangeland Renewable Resources Planning Act (RPA) of 1974, as amended by the National Forest Management Act (NFMA) of 1976, which established an integrated land and resource management planning system and specified the information required to be reported to the Congress to ensure that National Forest System lands continue to supply significant amounts of wood and wood fiber at sustainable levels and to provide for the long-term diversity, productivity, and renew ability of the forest ecosystem.
 - a. Annual report on monitoring of timber supply and demand in southeastern Alaska.
 - b. Biannual report which includes, but is not limited to:
 - (1) The timber harvest levels in the Tongass National Forest since enactment of ANILCA;
 - (2) The impact of wilderness designation on the timber, fishing, and tourism industry in southeast Alaska;
 - (3) The measures instituted by the Forest Service to protect fish and wildlife in the Tongass National Forest; and
 - (4) The status of the small business set-aside program in the Tongass National Forest.

2490.2 - Objective

Management of the timber resource within the National Forest System requires reports and records which:

1. Display the current status and condition of forest land with respect to its productivity and suitability for timber management.
2. Display and monitor changes and rates of change of the timber resource.
3. Provide timber stand information to determine silvicultural treatments needed to maintain a productive timber resource.
4. Provide information for evaluation of timber management regimes and treatments in terms of area, compliance with standards and guidelines, expected yields, values, costs, and long-term effects of management practices.

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5. Provide National Forest timber resource data required by the Forest and Rangeland Renewable Resources Act of 1974 and National Forest Management Act of 1976.
6. Provide information to develop an orderly program of timber sales.
7. Provide management information on the location, extent (area), conduct, and status of all timber resource management activities.
8. Provide management information on cutting unit size in harvest activities.

2490.3 - Policy

1. The unit that initiates a report or makes an initial entry into a data base is held accountable for the accuracy and completeness of timber management data.
2. The Timber Management Information System (TMIS) is the Servicewide system for the storage and retrieval of data pertaining to land suitability classifications, timber inventories, allowable sale quantities, annual quantities programmed and sold, reforestation, and timber stand improvement.
3. Each Forest with a timber sale program shall report the required data elements shown in FSH 2409.14, chapter 20.

2490.4 - Responsibility

2490.41 - Director, Forest and Rangeland Management, Washington Office

It is the responsibility of the Director of Forest and Rangeland Management to ensure establishment of Service-wide reporting and recordkeeping requirements for timber resource information. This responsibility includes identification and development of minimum data standards and definitions required in FSH 2409.14 and establishment of the timing and modes of reporting.

2490.42 - Regional Foresters

1. It is the responsibility of the Regional Forester to establish and maintain a uniform system to ensure the timely, accurate, and complete recording and reporting of timber resource information for each National Forest.
2. It is the responsibility of the Regional Forester, R-10, to ensure timely preparation of reports to Congress required by the Alaska National Interest Lands Conservation Act.

2490.43 - Forest Supervisors

It is the responsibility of the Forest Supervisor to ensure that timber management data are valid and complete for their National Forest.

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2491 - Timber Sale Accounting

Instructions for the Service-wide automated system of accounting and for the records and reports, which are required in FSM 2492 are found in FSH 6509.17, Automated Timber Sale Accounting Handbook.

2492 - Timber Management Planning Data Base

2492.1 - Timber Activity Control System

Use the Timber Activity Control System (TRACS), which is a component of the Timber Management Information System, to track timber resource activities and timber sale accomplishments and to maintain a record of timber data from the forest land and resource management plan as shown in FSM 2492.11 - 2492.13.

2492.11 - Land Suitability Classification

Use the land suitability classification (LSC) in the TRACS component of the Timber Management Information System (TMIS) data base for recording and reporting acreage information by land suitability class for all lands included in each forest land and resource management plan, or timber management plan for those Forests without an approved land and resource management plan (FSH 2409.14, section 42).

Revise entries into the LSC database within 60 days of the date the record of decision to implement a forest plan or revision is signed. Update information within 30 days after major land adjustments made through a plan amendment, such as designating a new wilderness.

2492.12 - Forest Plan Timber Summary

Use the Forest Plan Timber Summary (FPTS) to express Forest planning timber data. Enter, as an annual figure, volume and area data for the allowable sale quantity for the first decade as expressed in the forest plan (FSH 2409.14).

Within 60 days of the time a Regional Forester signs a record of decision to implement a forest plan or plan amendment or revision, the Forest Supervisor shall ensure that the Forest Plan Timber Summary entries are revised to reflect the allowable sale quantity portrayed in the forest plan.

2492.13 - Program Sale Statement

Use the Program Sale Statement (PSS) part of the TRACS database as a source of annual program accomplishment in terms of area and volume by timberland suitability class, harvest activity, forest type group, and product. Cumulatively, this information reflects total plan accomplishment relative to the long-term sustained yield capacity or the allowable sale quantity.

2492.14 - Special Unit Data

Use of this part of TRACS is optional. However, if units choose to use it, enter timber resource data for areas that are managed for special purposes such as Wilderness, National Recreation Areas, or Research Natural Areas in the special unit (SU) database. Make entries for each classified area in each National Forest and for areas recommended in the forest plan.

2492.15 - Silvicultural Practices

Report annual silvicultural accomplishments, forest reforestation and timber stand improvement activities; adjustments to reforestation and timber stand improvement needs, and actual harvest activity acreages in the SILVA portion of TRACS.

2492.2 - Timber Management Stand Records

Each Forest Supervisor shall establish and maintain the Timber Management Stand Record System, which includes, as a minimum, the following components:

1. A stand map on which each timber stand is uniquely identified (FSH 2409.13 and FSH 2409.14).
2. A continuous computerized inventory of each timber stand showing locations and timberland suitability classifications as they relate to the forest plan.
 - a. Include as stand descriptors the data necessary to schedule treatment in accordance with the type, size (area), stocking, productivity, and condition.
 - b. Also maintain a record of periodic growth for immature stands that are not growing at their best potential rate of growth (16 U.S.C 1601).
3. A detailed prescription record for each stand or stand portions scheduled for treatment. Use a computerized schedule of prescribed needs to facilitate preparation of work programs. This prescription schedule can be included in the stand record; however, maintaining the work schedule separately from the stand data may reduce operating costs.

2492.3 - Forest Timber Inventory Records

The record of timber inventory prepared on each Forest is the source of timber information for a forest plan and provides timber data for the assessment required by the Forest and Rangeland Renewable Resources Planning Act (RPA) of 1974.

Use a Forest-wide inventory, stand examinations, or a combination of both types of inventory to develop timber inventory records. Any standard format capable of producing the standard tables described in FSH 2409.13, chapter 40, are acceptable; for example, a forest inventory system (FINSYS) data tape, or an extensive (EXT) data base in the Timber Management Information System.

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Do not update inventory records. Create a new set of records for each extensive inventory or cycle of stand examinations. Maintain inventory records to measure trends.

2492.4 - Alaska National Interest Lands Conservation Act Reports

The following reports are necessary to meet the reporting requirements of Section 706 of the Alaska National Interest Lands Conservation Act of 1980 (ANILCA) (FSM 2490.1, paragraph 2).

1. Annual Timber Supply and Demand Report for Southeastern Alaska (Sec. 706(a)).
2. Bi-annual status of the Tongass National Forest in Southeast Alaska (Sec. 706(b)).

2493 - Timber Sale Preparation Records and Reports

2493.1 - Sale Tracking and Reporting System

Use the Sale Tracking and Reporting System (STARS) to track timber sale project status from initial proposal through purchase. See FSH 2409.14, Timber Management Information Handbook, for procedural direction.

2493.11 - Report of Timber Sale

Make summary reports from the Regional Office records of all paid transactions, including records of appraisal, auction, and award. See FSH 2409.14 for detailed instructions.

Report material removed without charge for administrative use or for timber settlement as free use as directed in FSM 2495.2.

2493.12 - Timber Sale Accomplishment Report

Use the Periodic Timber Sale Accomplishment Report to track and measure the progress made toward timber sell targets (Report number FS-2400-F and FSH 2409.14). Use the computerized version of this report where STARS is fully operational (FSM 2491.1 and FSH 2409.14).

2494 - Timber Sale Administration Records and Reports

2494.1 - Reporting Timber Cut and Sold

Report timber cut and sold during the preceding quarter (FSH 2409.14 and FSH 6509.17). Include all timber for which payment is made, including administrative use, trespass, timber settlement, exchange, and regular and utilization scale on commercial timber sales. Use timber sale accounting and STARS as data sources. See FSH 2409.14 for detailed instructions.

2494.2 - Report of Timber Sale Rate Redetermination

Use Form FS-2400-19, Rate Determination Report, for all rate redetermination actions involving sale of timber or other products. See FSH 2409.14 for detailed instructions.

2495 - Reporting Forms of Use Other Than Commercial Timber Sales

2495.1 - Emergency Sales

Follow the procedures described in FSM 2493.11.

2495.2 - Free Use

At the close of each fiscal year, submit the Annual Free Use Report (Form FS-2400-47) showing the volume and value of material taken without charge (36 CFR 223.1-2 and 223.5-11; FSH 2409.14).

2495.3 - Administrative Use

1. Free Administrative Use. Record and report material removed without charge as prescribed for free use in FSM 2495.2.
2. Paid Administrative Use.
 - a. Record and report as described in FSM 2493.11 for sales of more than \$2,000 in value.
 - b. Record and report timber cut using the procedures established for commercial sales (FSH 6509.17).

2495.4 - Timber Settlement

1. Free Timber Settlement. Record and report material cut and removed without charge as prescribed for free use in FSM 2495.2.
2. Paid Timber Settlement.
 - a. Follow the procedures of FSM 2493.11 if more than \$2,000 in value.
 - b. Report timber cut using procedures established for commercial sales (FSH 6509.17).

2495.5 - Timber Selected in Land Exchanges

See FSM 2465.1. The forms, records, and procedures for the timber sale accounting system, as described in FSH 6509.17, are applicable to National Forest timber cut in land exchanges.

2495.6 - Sales of Seized Material

See FSM 2466. Follow regular commercial timber sale reporting procedures for sales of comparable size.

2495.7 - Sales of Miscellaneous Products

See FSM 2467.1 and FSH 2409.18, chapter 80.

2495.71 - Sales of Naval Stores Cuppage

Use the following methods for reporting cuppage sold and cut:

1. Sold. Report sales of cuppage as sold on the basis of cup years as stated in the contract. For example, report 10,000 faces sold for a 5-year period as 50,000 cup-years sold. Make sold reports of new cuppage in the quarter in which the contract is approved.
2. Cut. Report cuppage as cut on the basis of each quarter's cuppage payments under existing contracts and the number of cups involved for the quarter.

2495.72 - Sales Other Than Naval Stores

Report pine distillate wood as nonconvertible product by tons.

Report other miscellaneous products in the same way as reporting a commercial timber sale of comparable size. Use units and rates as stated in the contract or permit for reporting other miscellaneous products.

2495.8 - Timber Property Sales

See FSM 2469.03.

2495.9 - Timber in Cooperative and Federal Sustained-Yield Units

As provided at 36 CFR 223.117 and FSM 2411.4, maintain pertinent basic data for public inspection during the life of each sustained-yield unit. File this material relating to the unit and, in cooperative units, the agreement, at the office of the Forest Supervisor, Regional Forester, and the Washington Office.

2496 - Silvicultural Practices

2496.01 - Authority

The National Forest Management Act of 1976 (Pub.L. 94-588; 90 Stat. 2949; 16 U.S.C. 1600) requires that all forested lands be maintained in appropriate forest cover with tree species, stocking, growth rates, and stand conditions designed to achieve multiple resource benefits in

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accordance with land management plans. The Act requires that the following information be compiled and submitted annually to Congress:

1. The amount, by Forest, State, and productivity class, of all lands where objectives of land management plans indicates the need for reforestation.
2. The amount, by Forest, State, and productivity class, of all forest lands not growing at the growth rate needed to meet the goals of the land management plan.
3. The status of newly deforested lands.
4. The status of precommercial thinning, release, pruning, and fertilization needs.
5. The amounts of treated land, which have been certified as having achieved satisfactory stocking or growth rate as the result of the treatment.

2496.04 - Responsibility

1. Washington Office. It is the responsibility of the Director of Forest and Rangeland Management to ensure preparation of the national silviculture reports, which are required by Congress. The Chief reserves the authority to transmit the report to Congress as part of the Chief's Annual Report.
2. Regions. It is the responsibility of the Regional Forester to ensure compliance with all reporting requirements, as stated in FSM 2496.1.

2496.1 - Reporting Requirements

Regions must periodically enter data and maintain records of accomplishment of silvicultural treatments in the Region wide timber management database TRACS-SILVA. Minimum requirements for reporting specific treatment activities and needs are set forth in FSM 2496.11-2496.15. All Regions must submit the following error-free reports to the Washington Office by the date listed:

1. Annual Reforestation and Timber Stand Improvement Needs Report FS-2400-K. Report due November 15 each year (FSM 2496.11).
2. Annual Silvicultural Accomplishment Report, FS-2400-D. Report due November 15 each year (FSM 2496.12).
3. Nursery and Seed-Extractory Reports, FS-2400-G. Report due November 15 each year (FSM 2496.13).
4. Plantation Survival Report, FS-2400-M. Report due each January 30 for preceding fiscal year (FSM 2496.14).

2496.11 - Annual Reforestation and Timber Stand Improvement Needs Report

Each Region shall submit input for needs, accomplishments, and certification of reforestation and timber stand improvement activities through the TRACS-SILVA portion of the Timber Activity Control System (FSH 2409.14).

Forests and Districts must use the annual reforestation and timber stand improvement needs report as the basis for building current and future year programs of work, and must be able to disaggregate and identify by funding code at least the first 3 years of the total program. Report summaries shall be compiled from an automated stand database.

2496.11a - Reforestation Needs and Accomplishment

Use the following to determine reforestation needs and accomplishment.

1. Clearcutting. Include as reforestation needs the total existing acreage of the deforested or under stocked areas based upon a diagnosed treatment need for planting, seeding or natural regeneration (with or without site preparation). Report total existing reforestation needs, not just those acres planned for treatment within a couple of years. In the case of clearcut harvest, an area becomes a reforestation need when the last log leaves the cutting unit. Actions that remove areas from reforestation needs include:

- a. Planting.
- b. Seeding.
- c. Site preparation for natural regeneration, or
- d. Certification of natural regeneration without site preparation.

Accomplishments occur at the time of contract award or at the time of force account work completion.

2. Seed Tree and Shelterwood. When the stand prescription calls for regeneration by artificial methods or by site preparation for natural regeneration, the reforestation need is generated when the last log is removed from the seed cut. When the prescription is for natural regeneration without site preparation, the reforestation need is created when the last log leaves the final removal cut. If the prescription is to retain the overstory for any reason, enter the area into a needs category when the last logs leave the cutting unit from the last entry. Actions that remove areas from reforestation needs include:

- a. Planting;
- b. Seeding;

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- c. Site preparation for natural regeneration; or
- d. Certification of natural regeneration without site preparation.

Accomplishments occur at the time of contract award or at the time of force account work completion.

3. Fires or Other Natural Disasters. Immediately following wildfires or other natural disasters, make an analysis and diagnosis to estimate the net acres in need of reforestation treatments (FSM 2478.2). Include areas deforested by the fire or natural disaster, deforested plantations, as well as stands that will require reforestation treatment following salvage operations in the estimate of net acres. Enter these needs into TRACS-SILVA. Prepare detailed prescriptions for all silvicultural treatments as part of the disaster recovery activities within the first year after the disaster. Report any changes in the initial estimate as "other changes" when detailed prescriptions are completed. Actions that remove areas from reforestation needs include:

- a. Planting;
- b. Seeding;
- c. Site preparation for natural regeneration; or
- d. Certification of natural regeneration without site preparation.

Accomplishments occur at the time of contract award or at the time of force account work completion.

4. Uneven-aged Management. Report reforestation needs arising from group selection harvest the same as for clearcuts. Report acres actually cut. When the silvicultural prescription for singletree selection units includes specific treatments for artificial regeneration or site preparation for natural regeneration, report the best estimate available of the acres to be treated. When the prescription is silent as to reforestation treatments, do not report needs. Do not report acres that will be reforested through natural regeneration without site preparation as a need.

5. Unsuitable Lands. Each Region shall track reforestation needs and accomplishments for unsuitable lands (codes 710 through 800) separately from those needs created or accomplished on lands designated suitable for timber production. Include lands determined through Forest planning to be unsuitable for any reason.

6. Previously Certified Areas. Include as a reforestation need, any areas that have been certified and have subsequently become unsatisfactorily stocked.

2496.11b - Timber Stand Improvement Needs and Accomplishment

Use the following to determine timber stand improvement needs and accomplishment:

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1. Suitable Lands. Report by Forest, State, and productivity class all acres with diagnosed treatment needs for release, precommercial thinning, pruning or fertilization necessary to meet the growth rate, health, and species composition, and/or to improve the quality of the stands for timber or other resource uses on suitable lands as determined in the Forest plan. Report the total existing needs, not just those needs activities planned for accomplishment within a projected time period.

Remove needs based upon completion of force account work, contract award, or when a diagnosis finds the area no longer biologically reasonable to treat.

2. Unsuitable Lands. Biological needs for timber stand improvement activities can exist on lands determined through the Forest planning process to be unsuitable (codes 710 through 800). These needs are often in response to insect management or the attainment of some desired future condition. Each Region shall track the need for timber stand improvement activities on unsuitable lands separately from needs on lands designated as suitable for timber production. Include lands determined through Forest planning to be unsuitable for any reason.

3. Previously Certified Areas. Include as a timber stand improvement need, any areas that have been certified and have been determined, through monitoring examinations, to need additional work.

2496.11c - Certification of Restocking and Treatment

1. Reforestation. The line officer at each reporting level must certify that the area is satisfactorily stocked. For reporting purposes, a satisfactorily reforested area is an area with acceptable levels of live seedlings at the time of survey as set forth in the prescription for the area, and which the silviculturist has determined requires no additional work (except from protection and surveys) to meet the minimum stocking level established in the prescription (FSM 2478). Certify acres after the third growing season for artificially regenerated sites and after the fifth growing season for naturally regenerated sites (FSM 2472.03). Any areas that have previously been certified and have subsequently become unsatisfactorily stocked must be reentered as a reforestation need and recertified (FSM 2496.11b). See 36 CFR 219.27(c)(3) for time requirements for ensuring adequate restocking for varying silvicultural systems.

2. Timber Stand Improvement. The line officer at each reporting level must certify the area as satisfactorily treated. Certify all timber stand improvement activities upon completion of the activity (FSM 2476.04). If additional work is determined to be needed through monitoring examinations, recertify the area when work is completed. Also, include the area in the timber stand improvements needs report (FSM 2496.11b).

2496.12 - Silvicultural Accomplishment Report

(Report Number FS-2400-D). Each Region shall submit an annual error-free silvicultural accomplishment report, which consists of Tables 1 - 21, by November 15 of each year.

2496.13 - Nursery and Seed-Extractory Report

(Report No. FS-2400-G). Regional Foresters may keep and require such records and reports as they deem appropriate, or as required by the Working Capital Fund (WCF), regarding nursery and seed-extractory operations. Each nursery and seed extractory shall submit to the Regional Office an annual report of the previous fiscal year's operations for inclusion in the Region's annual Silvicultural Accomplishment Report (FSM 2496.12).

2496.14 - Plantation Survival Report

(Report No. FS-2400-M). Each Region shall submit plantation survival reports estimating the average planted tree survival, after the first and third growing seasons following planting. Each Region shall submit these reports annually by January 30 for the preceding fiscal year. Base the reports on the staked tree method of survival examination, which each Region has determined is best suited to its specific situation and which meets the standards of FSM 2472.4.

1. First Growing Season. Each Ranger District with a planting program shall establish plantation-survival samples using staked trees. These shall be used for survival counts on sample areas representing major species (FSM 2472.4). Survival counts shall be made on these sample trees and reported. In addition to survival percentage, include a narrative evaluation of the quality of the planting stock, the effectiveness of the site preparation, planting, and protection, and a prediction of the future stocking and growth of the stands.

2. Third Year. Compute and compare survival percentage of the staked trees with that from the first-year check. Use this to evaluate third-year survival estimates and to initiate changes needed in site preparation, planting, or protection programs.

2496.15 - Forest Tree Improvement Records and Reports

Regional Foresters shall keep and require such records and reports as are necessary in the management of tree improvement programs to provide for program continuity and integrity of reproductive material. Report tree improvement progress in the Annual Silvicultural Accomplishment Report (FSM 2496.12).